

MONROE COUNTY

JOB DESCRIPTION

Position Title: SR ADMINISTRATOR TRANSPORTATION		Date: Aug 5, 1999
Position Level: 11	FLSA Status: Exempt	Class Code: 11-17

GENERAL DESCRIPTION

Responsible for directing the County Transportation Program which includes the Special Needs Registry and Hurricane Shelter Transportation Evacuation. Reports directly to the Social Services Sr. Director.

KEY RESPONSIBILITIES

1. Oversees the Department Budget.
2. Writes contracts and issues reports.
3. *Expand and improve Transportation service.
4. *Oversee Hurricane Preparedness/Evacuation.
5. *Oversee Hurricane Special Needs Registry.
6. Oversee the Outreach Program.
7. *Ensures Transportation Safety.
8. Oversee Vehicle Procurement/Maintenance.
9. Supervises staff.
10. Perform other duties as assigned.

* Indicates an "essential" job function.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

Position Title: SR. ADMINISTRATOR, TRANSPORTATION	Class Code: 11-17	Position Level: 11
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KEY JOB REQUIREMENTS

<i>Education:</i>	Bachelor's Degree required.
<i>Experience:</i>	5 to 7 years in Social Services or Transportation field.
<i>Impact of Actions:</i>	Makes decisions and final recommendations which routinely affect the activities of an entire division. Position duties may include responsibility for developing strategic plans for one or more divisions.
<i>Complexity:</i>	Analytic: Work is non-standardized and widely varied requiring the interpretation and application of a substantial variety of procedures, policies, and/or precedents used in combination. Frequently, the application of multiple, technical activities is employed; therefore, analytical ability and inductive thinking are required. Problem solving involves identification and analysis of diverse issues.
<i>Decision Making:</i>	Highly complex: Supervision is present to review established departmental and/or divisional objectives. Independent judgment is required to recommend departmental or divisional objectives, evaluate new approaches to problem solving, and assess changing facts or conditions.
<i>Communication with Others:</i>	Requires regular contacts to carry out programs and to explain specialized matters. Also requires continuing contacts with officials at higher levels on matters requiring cooperation, explanation and persuasion, as well as with the public involving the enforcement of regulations, policies and procedures.
<i>Managerial Skills:</i>	Responsible for making recommendations within a department in the areas of compensation, staff selection, disciplinary action, complaints, staff performance appraisal, and similar supervisory duties. Plans, assign, and evaluates the work of subordinates for effective operation and results of the unit.
<i>Working Conditions/Physical Effort:</i>	Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.
<i>On Call Requirements:</i>	On call 24 hours pending disasters.
<i>Other:</i>	Must be computer literate. Prefer Grant Writing experience. Must possess valid Class B (minimal) CDL w/passenger and airbrake endorsement. THIS POSITION IS DESIGNATED AS A SAFETY SENSITIVE POSITION. AN EMPLOYEE IN THIS POSITION IS SUBJECT TO THE MANDATORY DEPARTMENT OF TRANSPORTATION DRUG TESTING PROGRAM WHICH INVOLVES RANDOM DRUG TESTING.

APPROVALS

Department Head:

Name: _____ Signature: _____ Date: _____

Division Director:

Name: _____ Signature: _____ Date: _____

County Administrator:

Name: _____ Signature: _____ Date: _____

On this date I have received a copy of my job description relating to my employment with Monroe County.

Name: _____ Signature: _____ Date: _____

